



**Meeting of the Committee on the Purchase of Goods and Services  
From Community Rehabilitation Organizations  
(CRO Set Aside Committee)**

Thursday, November 16, 2023 at 10:00 am  
Incompass Michigan, 335 N Seymour Ave Lansing MI 48933

**Meeting Minutes**

**Committee Members Present:**

- Todd Culver, Genevieve Hayes, Dave Ellis, Don Nicholson

**Guests Present:**

- Noah Belanger, Peckham; Ryan McKinney, Gesher Human Services; Steve Rigg, DTMB;  
Lisa Spitzley, DTMB

**Recording Secretary:**

- Todd Culver, Chair

**Introductions and Welcome**

Todd Culver called the meeting to order.

**Review of May 25, 2023 minutes**

Meeting minutes were distributed with the agenda.

**MOTION: To approve the May 25, 2023 minutes as presented.**

**CARRIED**

**Procurement Update: Genevieve Hayes**

Discussion on Fair Market Pricing:

- Lisa Spitzley provided information regarding pricing for housekeeping and laundry sorting services for the Michigan Veteran Homes of Grand Rapids (MVHGR & MVHCT)
- Data viewed from perspective of range of bids from most recent solicitation, including a determination of median bid price, and average bid price.
- Also noted State's efforts to provide opportunity to modify bids after initial submission.

**MOTION: The CRO bid does not meet the criteria for fair market price, and therefore Set Aside status for this location is disapproved. Vote: 3 yes and 1 no – Todd Culver opposed.**

**CARRIED**



**Set Aside Requests: Todd Culver**

- No new requests.

**Operations Manual Revision: Todd Culver**

- Proposed revisions to the Operations Manual, Appendix B – Criteria for Participating Rehabilitation Organizations. The proposed revision addresses Item 8, adjusting the direct labor ratio requirement from 75% to 51%. Item 8 would require the following of eligible organizations: “At least fifty-one percent (51%) of each set aside contract for goods or services must be performed by persons with disabilities.”

**MOTION: To approve the proposed revision to Appendix B of the Operations Manual**

**CARRIED**

**Public Comments:**

Noah Belanger thanked the committee for consideration on Fair Market Pricing discussion, and looks forward to future opportunities for Set Aside status, to create additional jobs for people with disabilities.

**Unfinished Business:**

- Application for appointment designated to MRS has been submitted.

**New Business:**

- Current contract holders have submitted data for annual legislative report.
- 2024 meeting schedule will be confirmed via email.

**Adjourned.**

Respectfully submitted,

Todd W. Culver, Chair  
Recording Secretary